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TYPETRONIC 2816

AUTOMATED DATA SYSTEM

OPERATOR HANDBOOK

SCM® DATA PROCESSING SYSTEMS
DIVISION OF SCM CORPORATION

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TYPETRONIC 2816

Welcome! We are pleased to have you join the family of SCM TYPETRONIC 2816 operators and to introduce you to your new automatic writing system. This system is designed to speed up your paper work by automatically typing all repetitive data error-free—at the rate of 100 words per minute.

You will soon discover that the results you produce from the 2816 will require less effort, thus making your working day more pleasant and rewarding.

This handbook will answer most of your questions about the Typetronic 2816, but should you require additional information, please contact your SCM systems representative.

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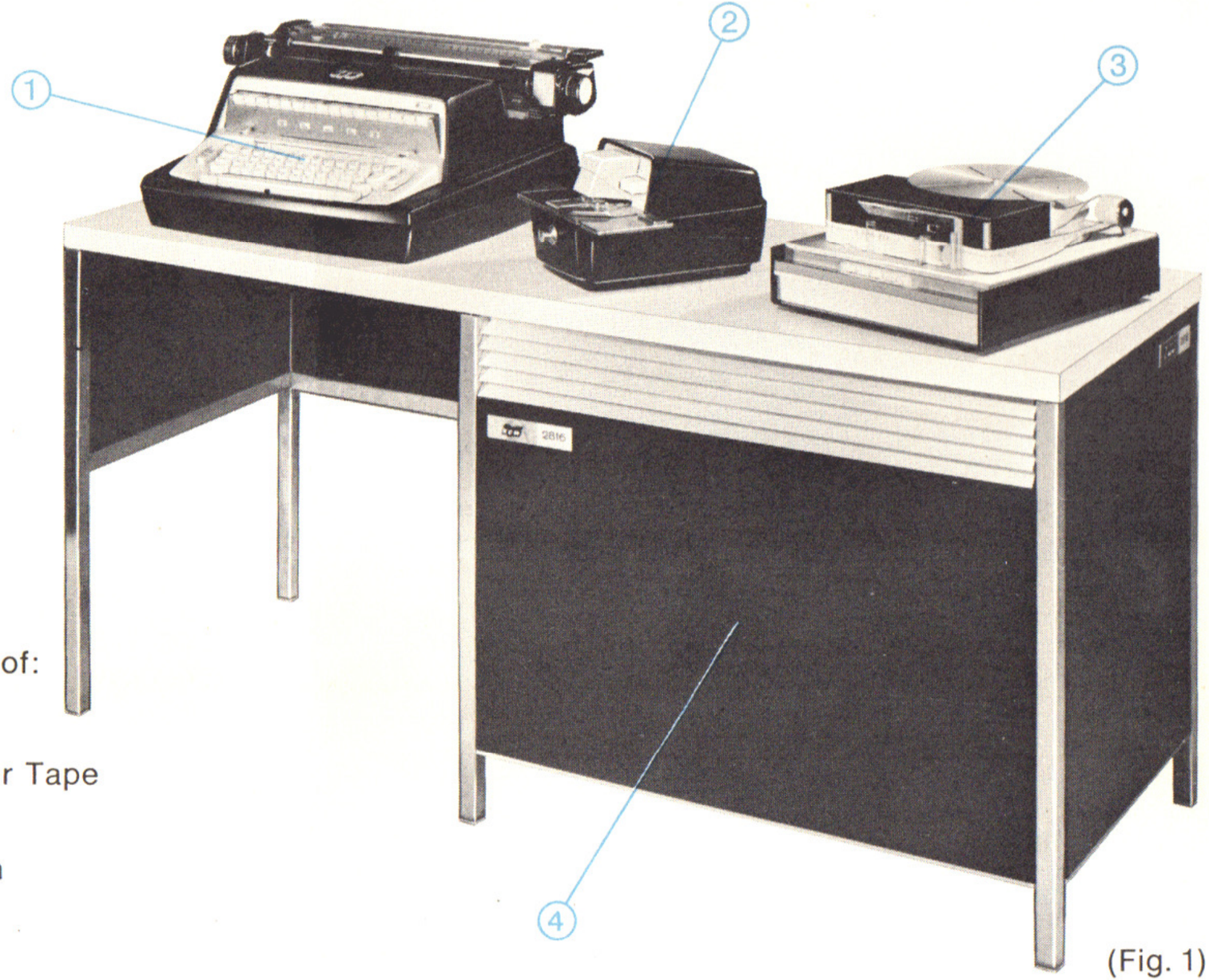
AUTOMATIC WRITING SYSTEM

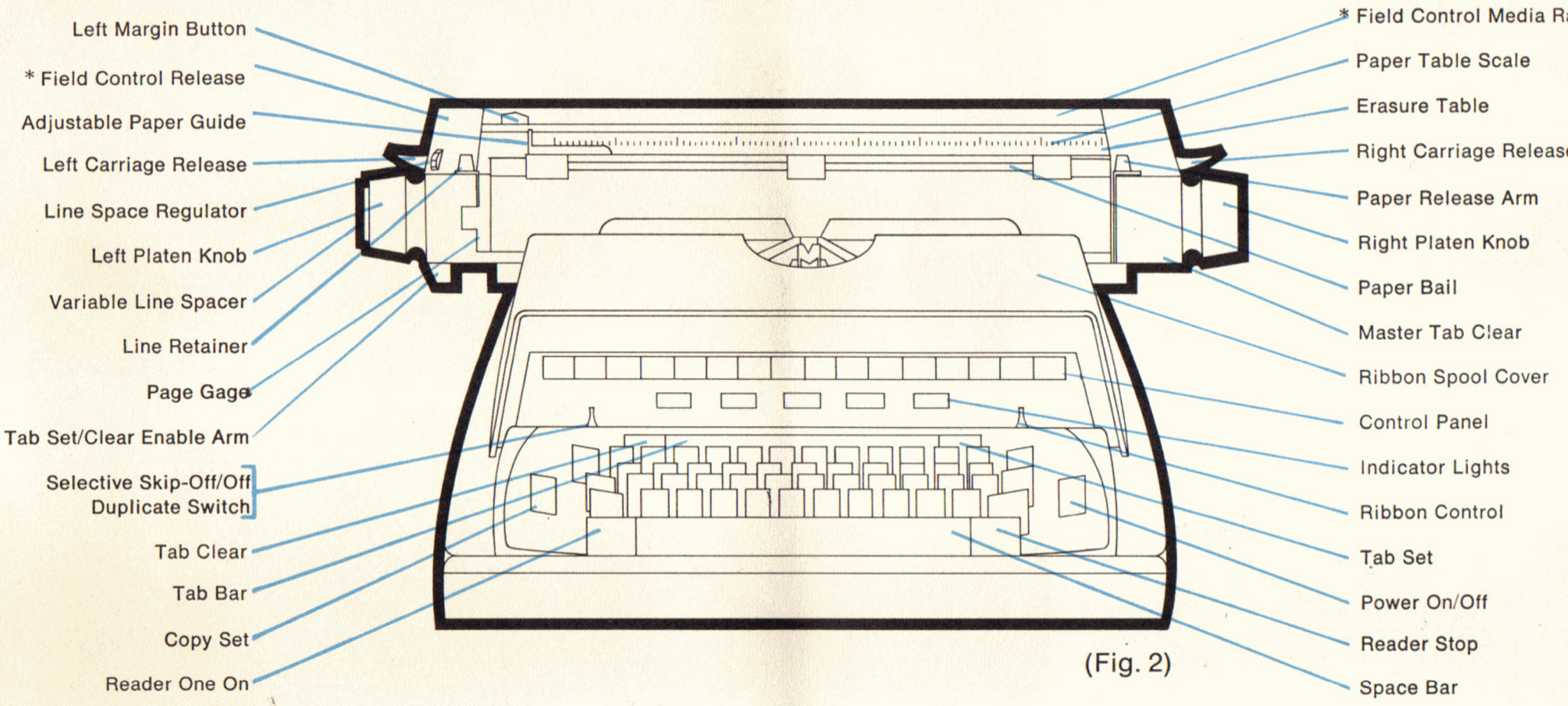


(Fig. 1)

This Typetronic 2816 System consists of:

1. The Input/Output Printer
2. Thirty-character-per-second Paper Tape and Edge Card Reader
3. The Unique Typetronic Vertipunch
4. Master Control Module

FEATURES DIAGRAM

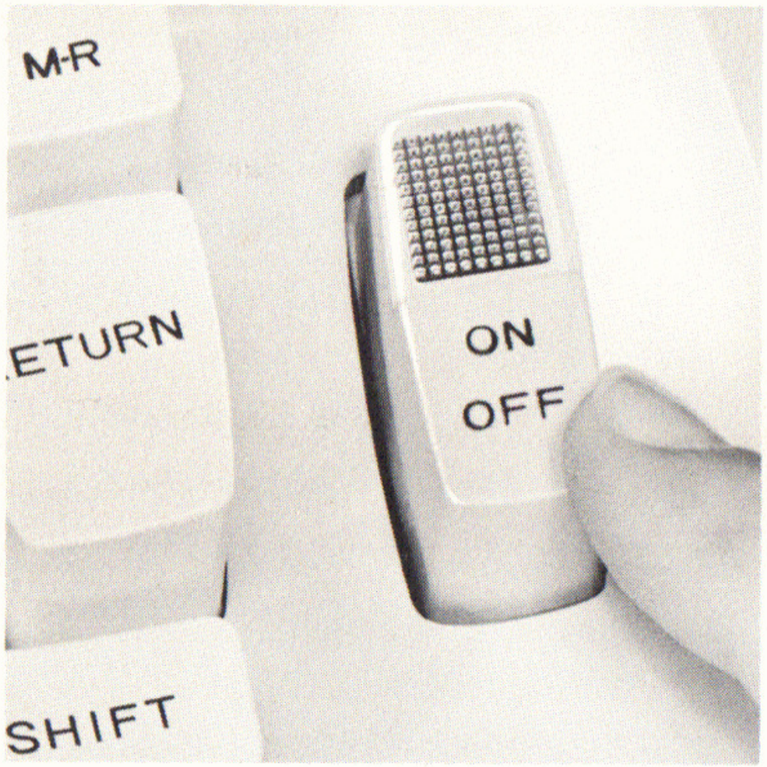


(Fig. 2)

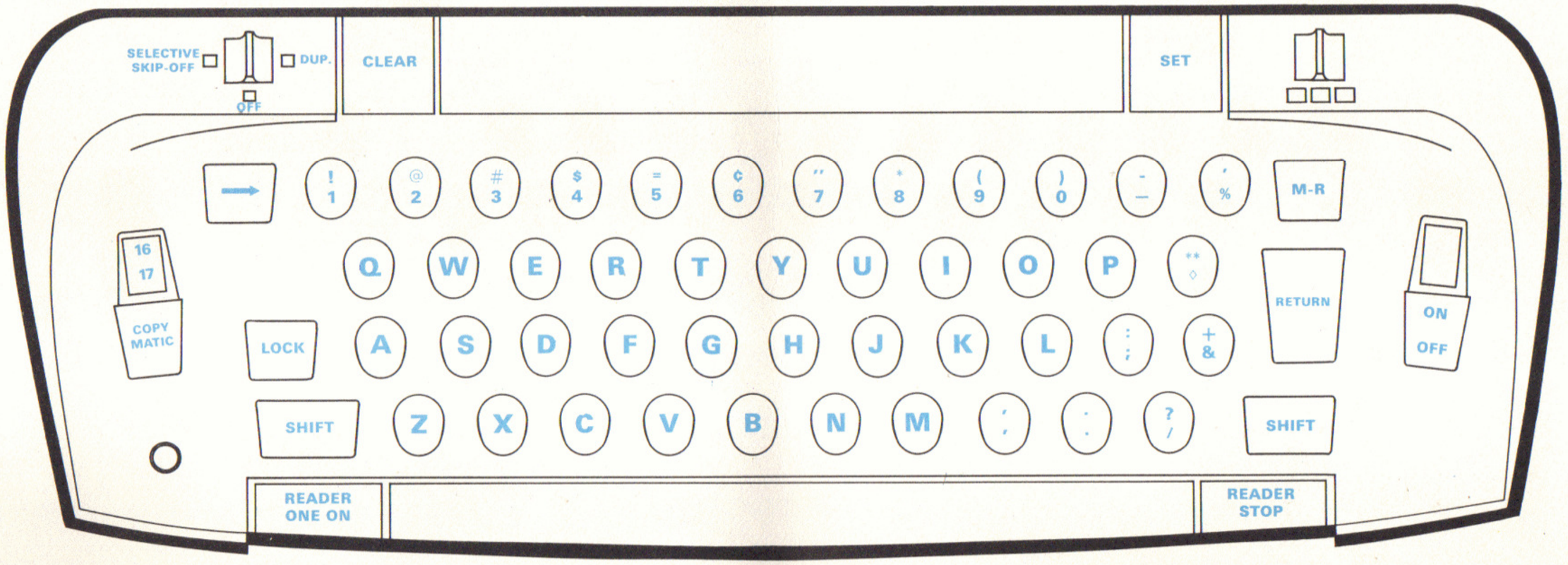
The Input/Output Printer is a version of the popular SCM Model 400 DeLuxe Office Typewriter, modified for heavy-duty automatic operation.

Operation of the Typetronic 2816 System is much like using an electric office typewriter and, as a typist, you should readily understand the slight variations.

*Optional Feature

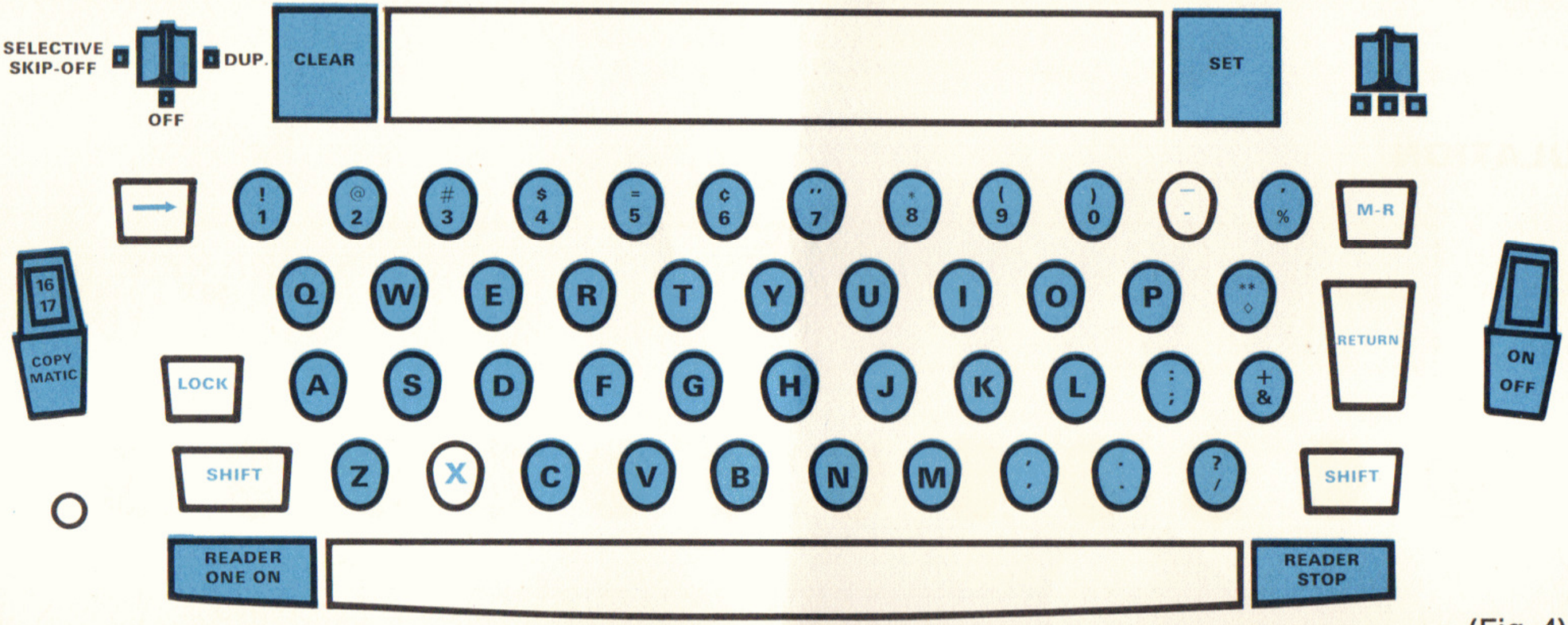


Conveniently placed on the keyboard just to the right of the typing keys. Depress the ON/OFF switch to turn the Typetronic 2816 system "on" or "off."



(Fig. 3)

The Input/Output Printer keyboard is equipped with 44 printing keys which provide 88 print characters (44 each in upper case and lower case). This is a standard electric typewriter keyboard except for a few special characters.



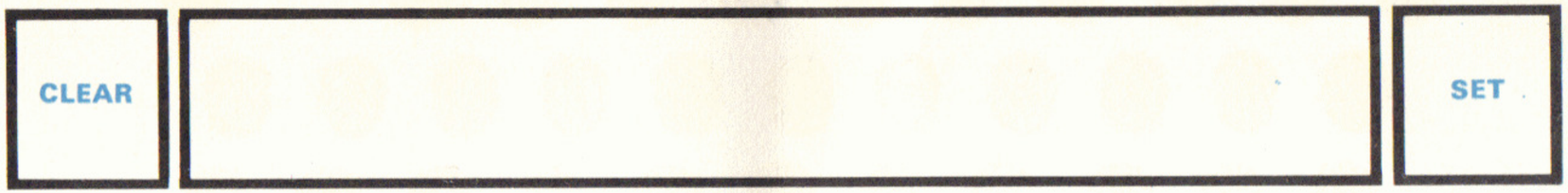
(Fig. 4)

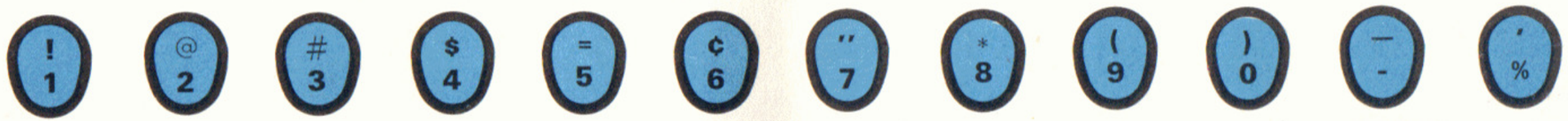
There are eight keys, located on the Input/Output Printer, used to operate specific Printer motion functions. They are: SPACE, TABULATE, SHIFT (2 Lower Case and Upper Case), SHIFT LOCK, CARRIAGE RETURN, BACK SPACE and MARGIN RELEASE.

Four repeating characters on the keyboard—UNDERLINE, DASH, X and CARRIAGE RETURN—are provided for your convenience. Extra pressure applied to the selected repeating key will cause it to repeat until the pressure is released.

The standard Typetronic 2816 system is provided with a comprehensive variety of Input/Output Printer setup and adjustment controls. The position for each control is shown on the Features Diagram (Fig. 2, Page 5). The majority of these controls are very much like the electric typewriter you have been using.

TABULATION





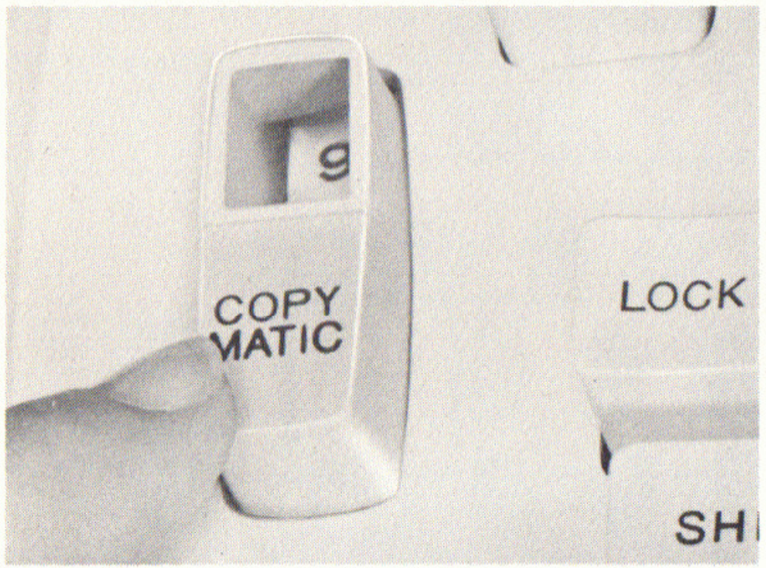
(Fig. 5)

The wide Tabulator Bar, Set and Clear Keys are conveniently placed at the top of the keyboard.

When setting a stop, move the carriage to the desired position with the Space Bar and/or the Carriage Release Lever, hold down the Set/Clear Enable Arm (located underneath the left carriage end) and depress the Set Key.

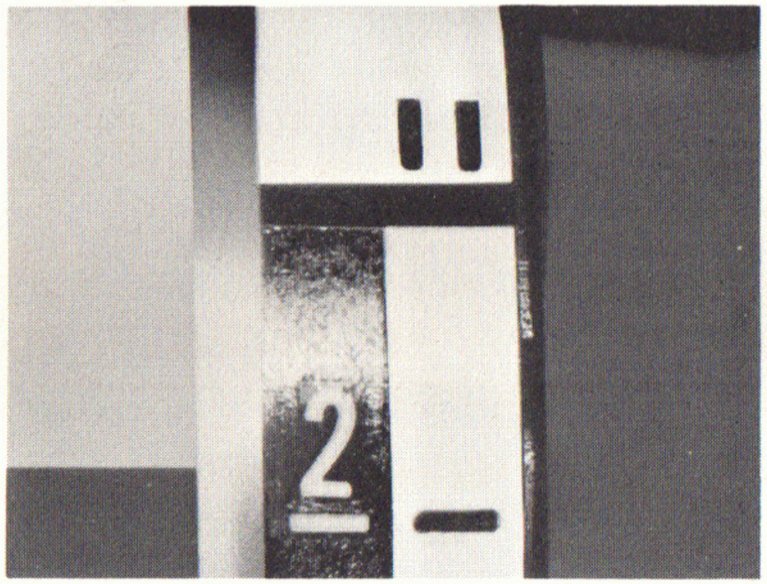
To clear a stop position, move the carriage to the desired position. Hold down the Set/Clear Enable Arm. Then depress the Clear Key.

All the tab stops may be simultaneously cleared by turning the Master Tab Clear Control (a slotted knob located on the right-hand carriage end). This can be easily done with a screwdriver or coin.



COPY CONTROL

Depress the Copymatic Push Button to select type impression and assure multiple print-perfect carbon copies. The setting depends on the number of copies desired and the weight of the paper used. With a minimum of experimentation you will know the exact setting required for your work. The lightest impression is obtained when the Copymatic is set on One.



PAGE GAGE

The Indicator, at the left-hand edge of the platen, is graduated for paper measuring from 8″ to 13″. Before inserting the paper, turn the platen until the black numeral (corresponding to the length of paper you are using) is positioned directly opposite the white line on the left carriage end cover. With the platen so positioned, insert the paper into the platen.

As you near the end of the paper, the white numerals on the black field, as they appear opposite the white line, indicate the amount of paper remaining. Page Gage indicates 2″, 1½″, 1″ and ½″ of paper remaining.

ADJUSTMENT CONTROLS (continued)

See the Features Diagram (Fig. 2, Page 5) for location of the following Setup and Adjustment Controls.

PRINTING INDICATOR—Shows the position of the carriage and exactly where characters will print.

PAPER RELEASE ARM—In the forward position the Paper Release Arm releases the paper from the platen for hand positioning of the paper.

RIGHT and LEFT CARRIAGE RELEASE—Hold down the Right or Left Carriage Release Button to move the carriage freely left or right.

ADJUSTABLE PAPER GUIDE—Indicates where left edge of paper should be inserted in the platen. Adjusts horizontally on graduated section of Paper Table.

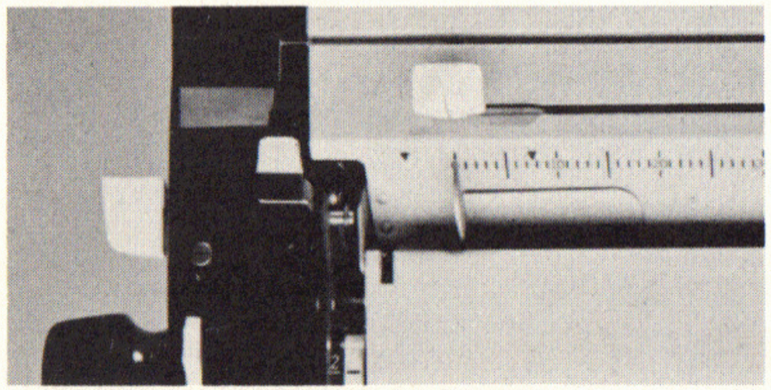
LINE RETAINER—When pulled forward, the Line Retainer allows you to turn the platen freely, but it remembers your original writing line. When you push back the Line Retainer, your platen can be returned to the original writing line.

LEFT MARGIN BUTTON—To set the left margin, just position the carriage where you want it and then depress and slide the Left Margin Button.

MARGIN RELEASE—To temporarily release the left margin setting, hold down the Margin Release Button and move the carriage to the left past the margin setting.

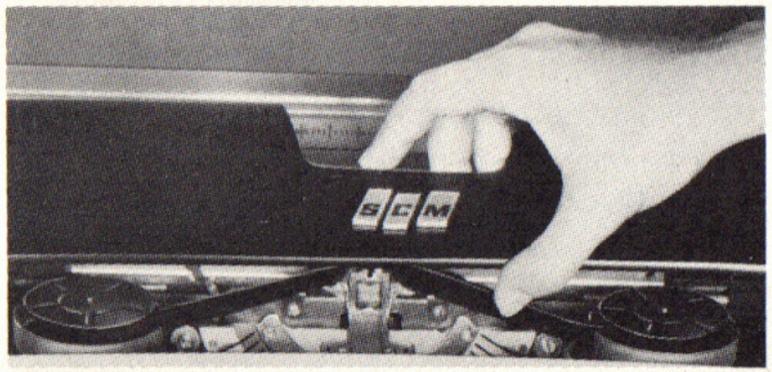
LINE SPACE REGULATOR—The Line Space Regulator has three positions for single, double and triple spacing, for 6, 3 and 2 lines per inch respectively.

LEFT PLATEN KNOB and VARIABLE LINE SPACER—Press in the Variable Line Spacer while turning the platen when you wish to align the form or document.



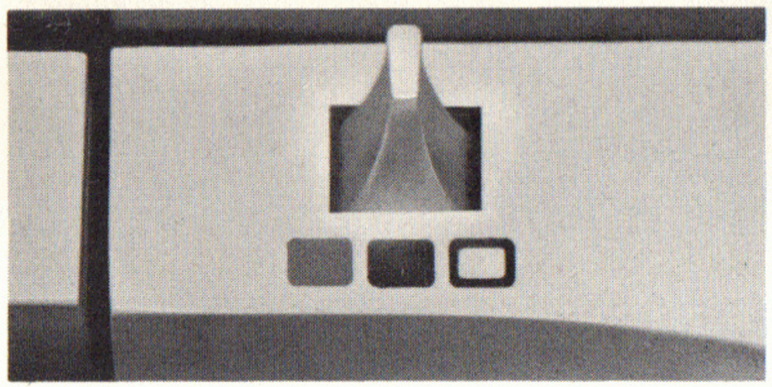
PAPER TABLE SCALE and PAPER BAIL SCALE

The scales on both the Paper Table and the Paper Bail are identical. The Paper Bail Scale is used for establishing margins, columns in tabular work, length of lines, indentations, etc. The Paper Bail holds the paper smoothly and snugly against the platen.



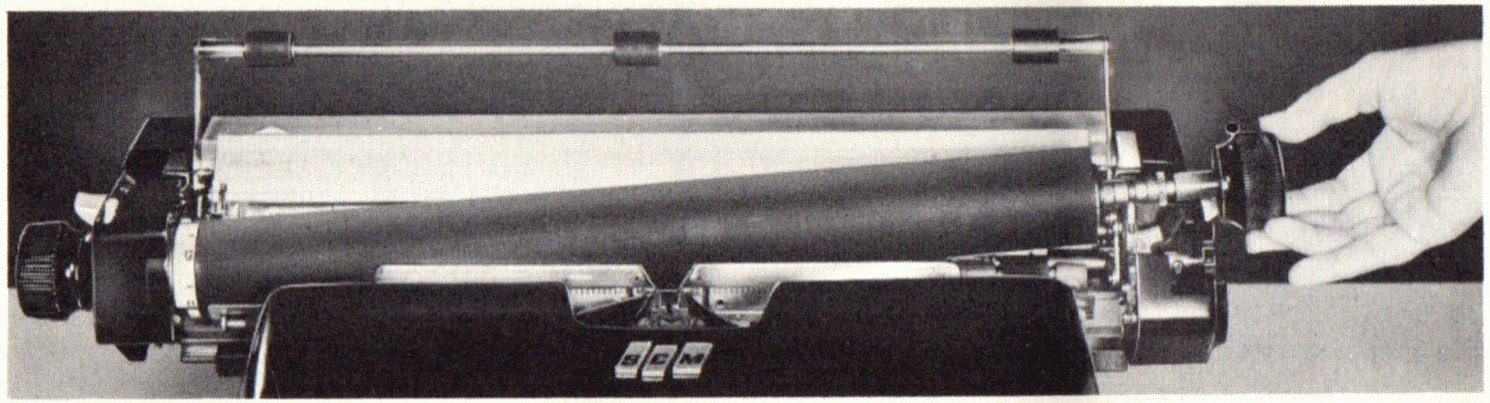
RIBBON SPOOL COVER

Turn the power off before opening the Ribbon Spool Cover. To lift the cover, pull up and then tilt it back.



RIBBON CONTROL

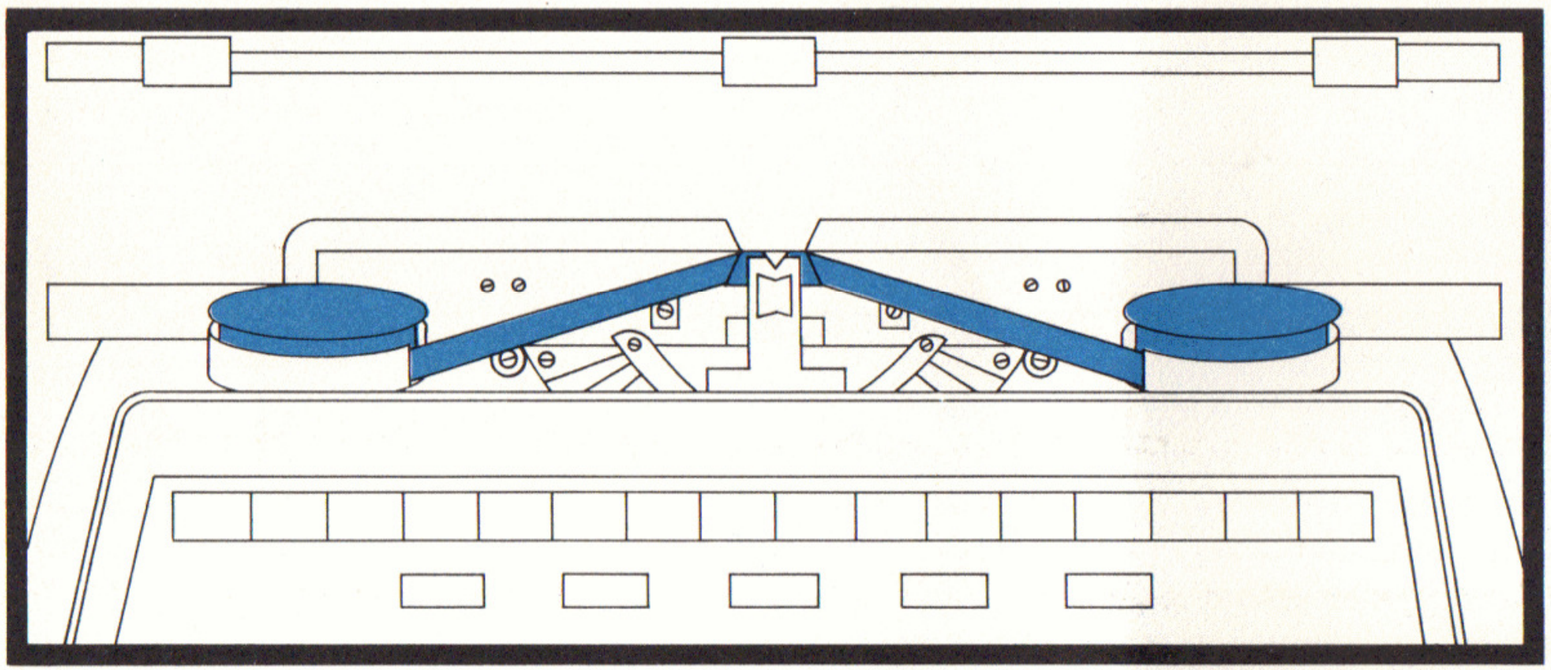
Set on "Red" to use bottom half of the ribbon. Set on "Black" to use top half of the ribbon. Set on "Stencil" for no ribbon.



INTERCHANGEABLE PLATEN

To remove the platen, raise the Paper Bail and Erasure Table, pull forward on the right carriage end cover and then on the right platen latch. Raise the right end of the platen, sliding it slightly to the right. Lift the platen up and out to remove it from the machine.

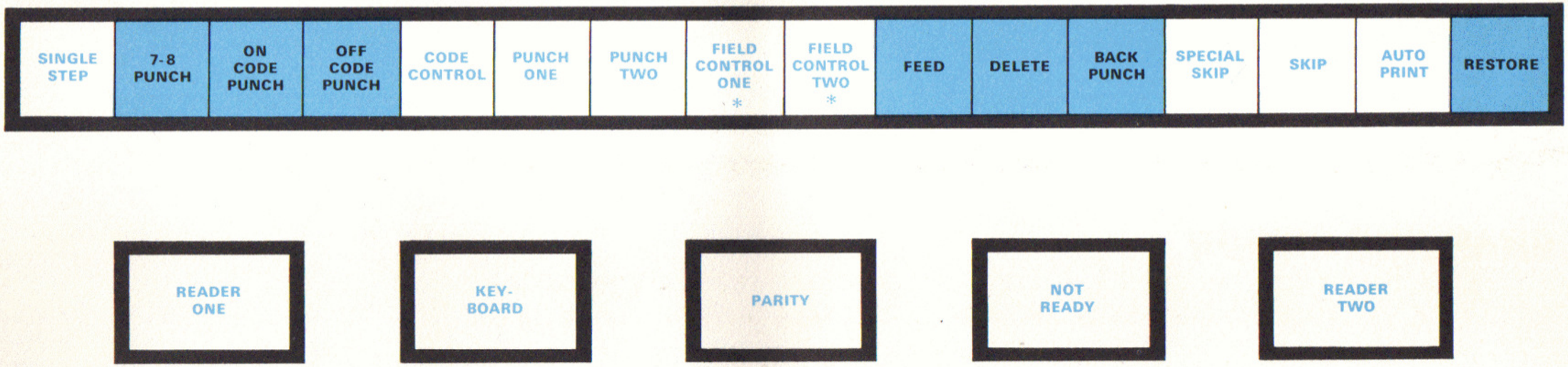
To replace, insert the left end of platen in the fitted grooves and press on the right knob of the platen. Do not force! Platen will snap into latch easily when positioned properly. Restore latch to the locked position and the carriage end cover, Paper Bail and Erasure Table to typing position.



CHANGING RIBBON

Lock the keyboard in Upper Case. Turn the power off. Open the Ribbon Spool Cover and tilt it back. Wind the old ribbon onto one spool. Insert the new ribbon on the right-hand ribbon holder, making sure that the spool is engaged properly so that it clips down over the spindle. Thread the ribbon through the ribbon guides on the left. Connect the ribbon to the empty spool. (Be sure the little metal disc on the ribbon is inside of the ribbon guide; otherwise, the ribbon will not reverse automatically.) Close the Ribbon Spool Cover.

The TYPETRONIC 2816 system has been designed to advise you at all times exactly what control states or conditions are in effect. To accomplish this, control panel lights have been built into appropriate control keys on the panel and five supplementary lights have been mounted along the front panel to indicate special modes or conditions of the system. Whenever a light is "on," it indicates that the associated condition or function is "on." Following is a chart showing the location and a brief description of the indicator lights.



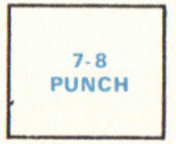
*Optional Feature

PANEL SWITCHES

You will not usually be required to use many of these Panel Switches. You will be given specific instructions on how to use the switches required for your application.

When depressed to the latched position, the Single Step Key immediately stops all system operations, but does not turn off any "on" system function. Once down, each time the key is depressed to its extreme down position an "on" Reader will advance one code.

The 7-8 Punch Control Key is used in conjunction with printing keys to produce special system codes.

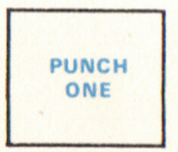


This key is used in conjunction with other control keys to manually produce Typetronic "on" control codes.

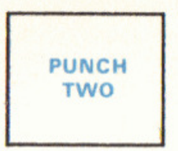
Used with control keys when you wish to produce Typetronic "off" codes manually.

Reverses on/off state of Code Control condition.

Reverses on/off state of Vertipunch One condition.



Reverses on/off state of Vertipunch Two condition, on systems equipped with a second punch.



Reverses on/off state of Field Control One condition, on systems equipped with Multimode Field Control.

INDICATOR LIGHTS (continued)

FIELD CONTROL TWO — Reverses on/off state of Field Control Two condition, on systems equipped with Multimode Field Control.

FEED — When depressed individually, this key will blank-feed any "on" Vertipunch.

DELETE — Punches one Delete code per depression in any "on" Vertipunch. When held down while Feed is depressed, will continuously punch Delete Feeds until the Feed Key is released. (NOTE: The Feed Key must be released first.)

BACK PUNCH — Backs any "on" Vertipunch one code position each time Key is depressed.

SPECIAL SKIP — Reverses on/off state of Special Skip condition.

SKIP — Reverses on/off state of Skip condition. (To initiate Reader Skip, the Reader must also be on.)

AUTO PRINT — Reverses on/off state of Automatic Print condition.

RESTORE — Turns off Parity alarm condition.

READER ONE

When the Reader One light is on, this indicates Reader One is "on."

KEY-BOARD

When the Keyboard light is on, the keyboard is free for typing.

PARITY

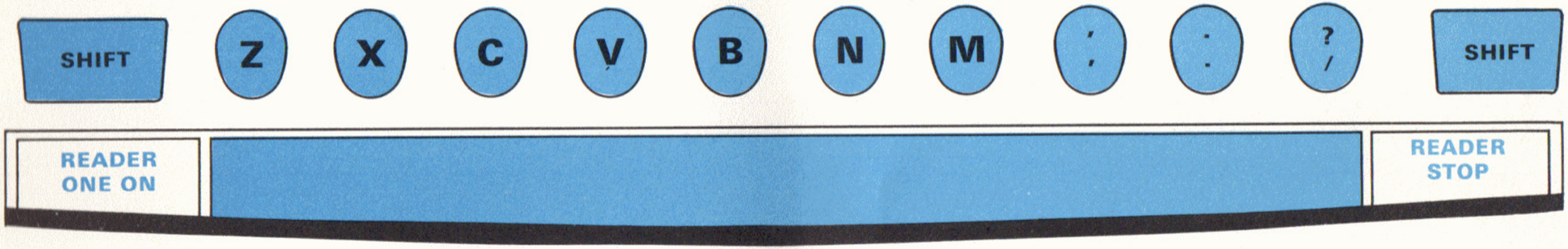
When the Parity light is on, there has been a Parity error in a Vertipunch that is "on." The keyboard will lock, and all operations will stop. If a Reader is "on" at the time you get a Parity alarm condition, you must turn the Reader "off." Depress the Restore Key to unlock the system. Back-punch and delete the incorrect code. Then follow the error-correction procedure as outlined for your application.

NOT READY

When the Not Ready light is "on," the system is not ready for use. If you get a Not Ready signal from the system, check the Vertipunch that is "on" for the following conditions: (1) Punch motor off. (2) Tape tension too tight. (3) No media (tape or card) in Vertipunch. (4) Card Lock not depressed when card has been inserted.

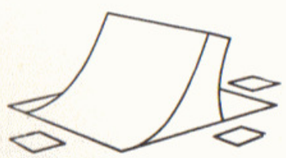
READER TWO

When the Reader Two light is on, this indicates Reader Two is "on."

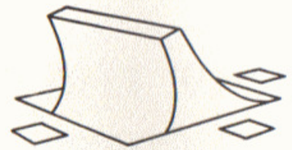


READER ONE ON—When depressed, this key turns Reader One on.
READER STOP—When depressed, this key turns off any "on" Reader.

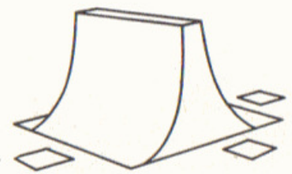
SELECTIVE SKIP-OFF/OFF/DUPLICATE SWITCH



When in the Duplicate position, this control permits high-speed duplication of tapes or edge-punched cards.



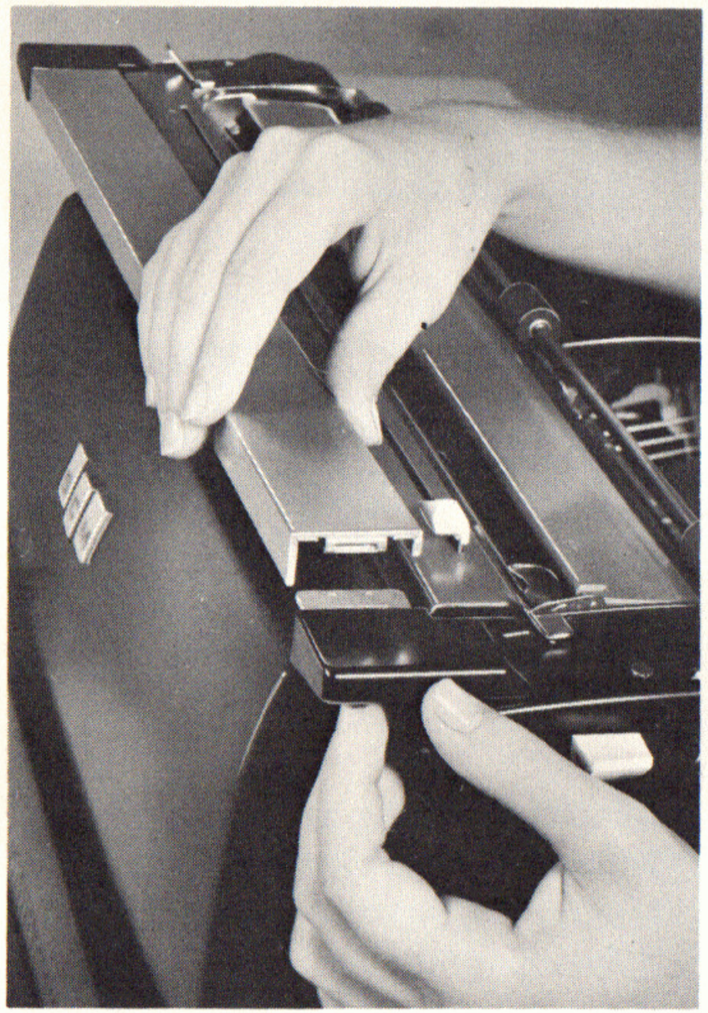
Turning the 3-position switch to the left permits a second Skip-Off code (Selective Skip-Off) to function when read in an Optimatic Reader.



The Off or middle position of the 3-position switch is an "off" common to both Duplicate or Selective Skip-Off functions.

MULTIMODE FIELD CONTROL (Optional)

Multimode Field Control is a method of controlling Reader and Punch functions by carriage position.



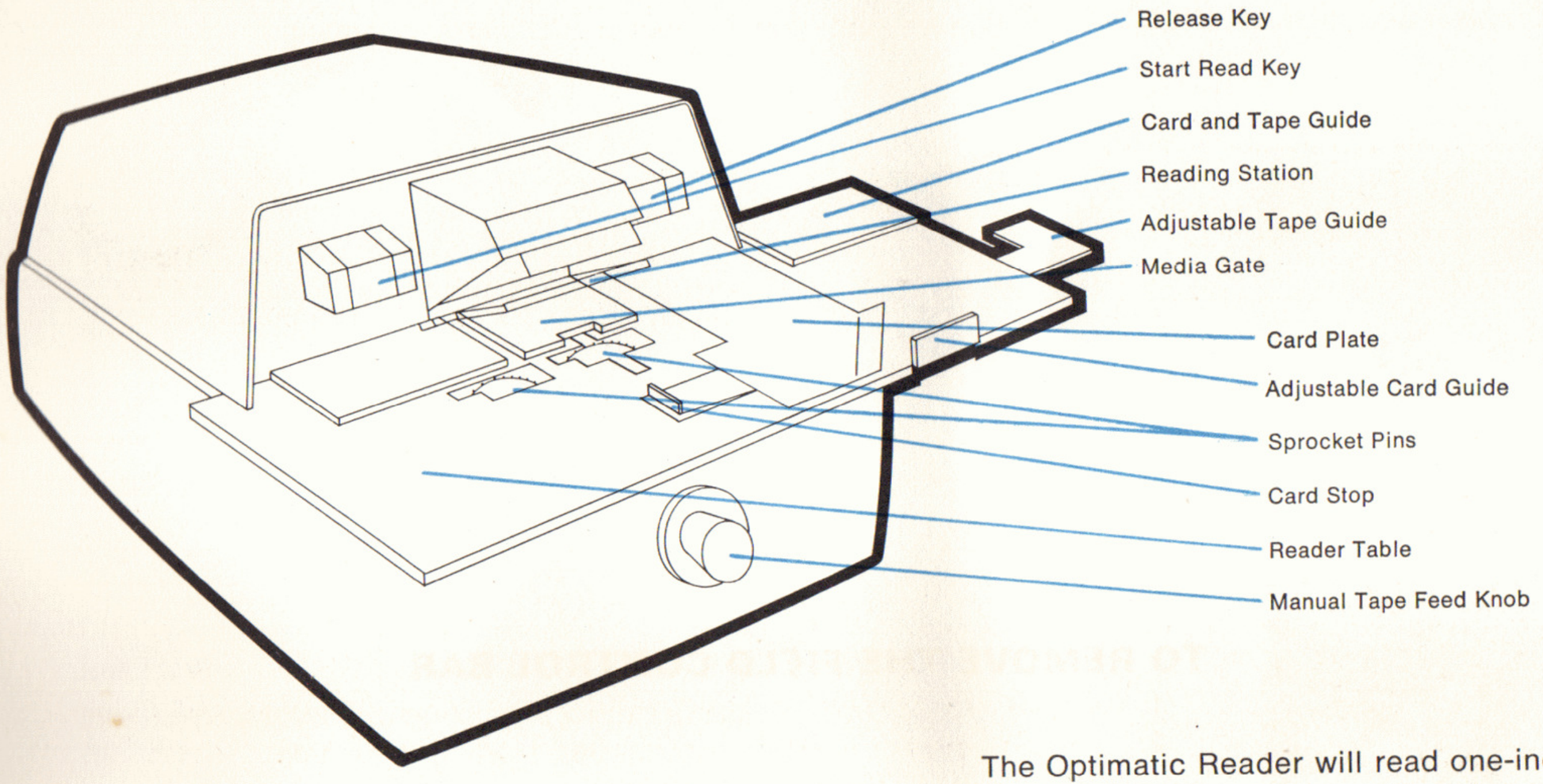
TO REMOVE THE FIELD CONTROL BAR

1. Pull the Field Control Release Lever, located under the left carriage end.
2. Lift the left side of the Field Control Bar, then the right side.

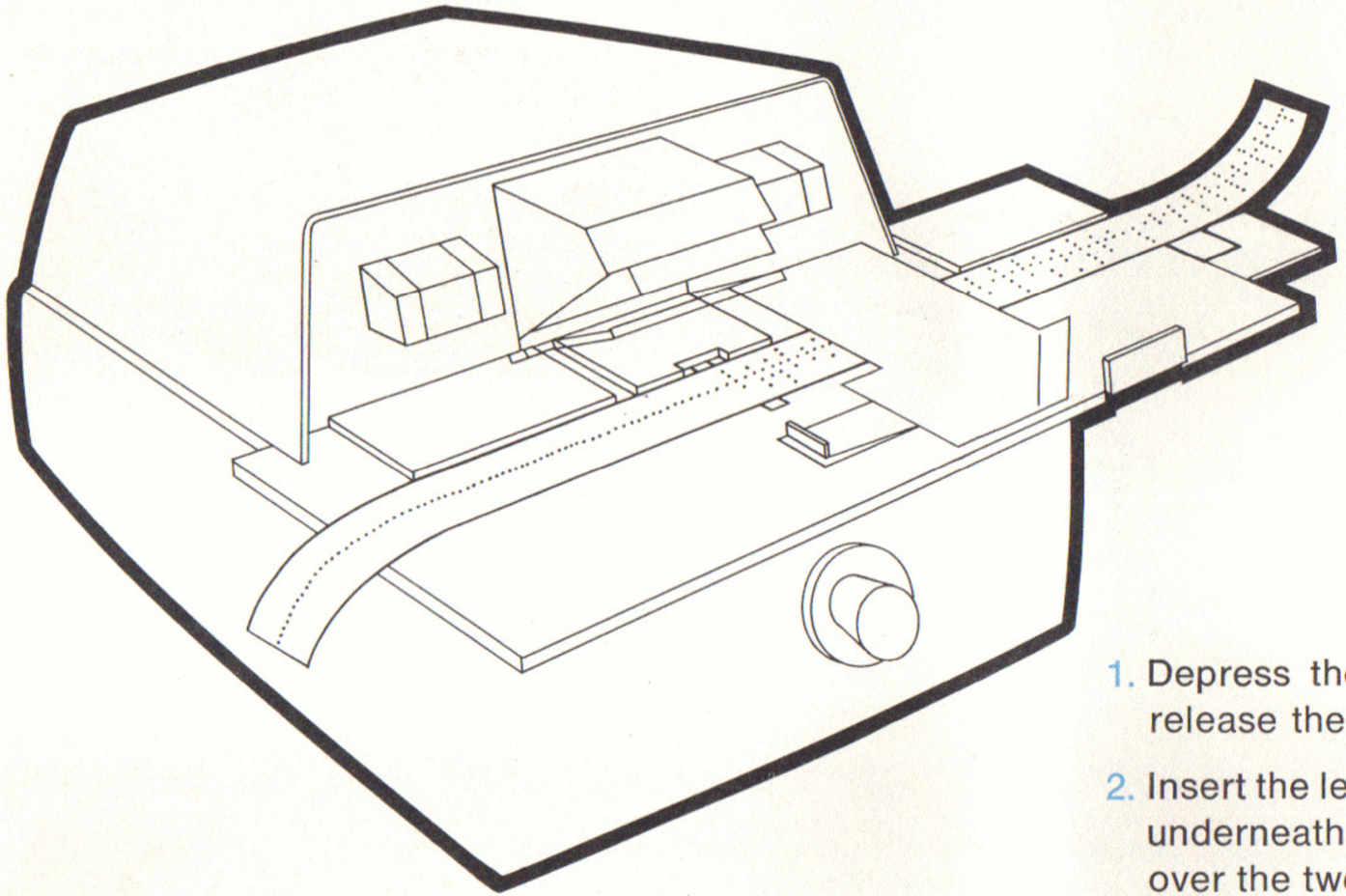
TO INSERT THE FIELD CONTROL BAR

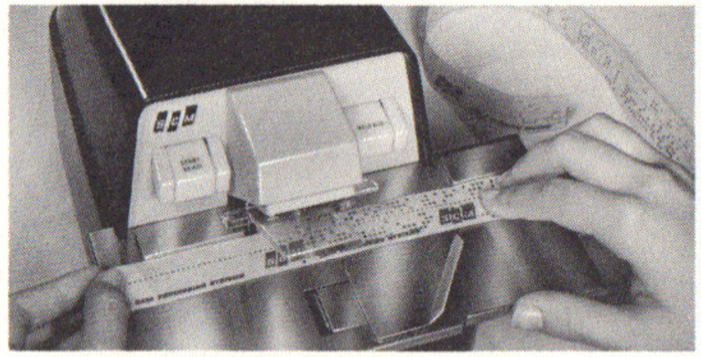
1. Insert the Field Control Bar in the right-hand guide.
2. Pull the Field Control Release Lever out.
3. Press the left-hand side of the bar into the locked position.

PAPER TAPE AND EDGE CARD OPTIMATIC READER

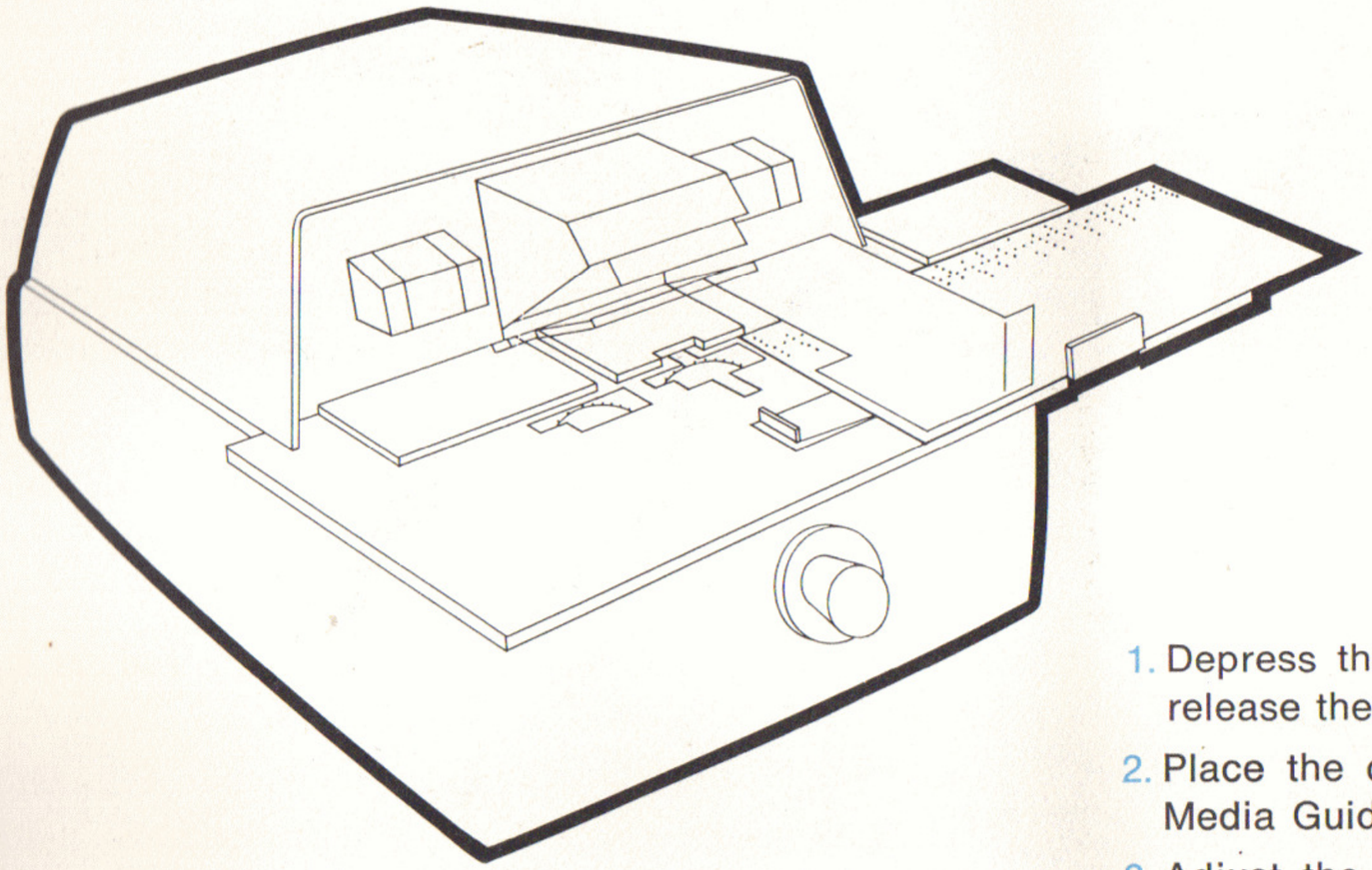


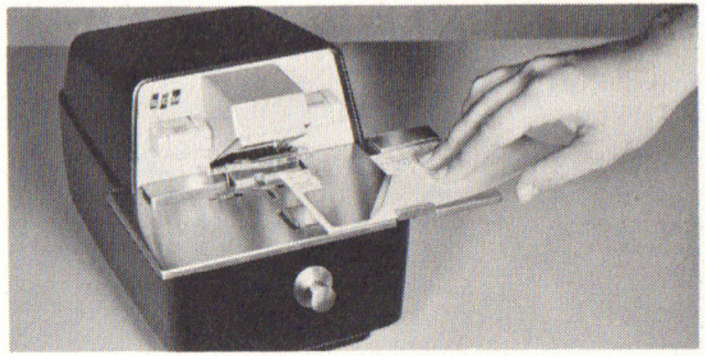
The Optimatic Reader will read one-inch-wide paper tape or edge-punched cards at the rate of 30 characters per second. If the 2816 System is in the Automatic Print "on" condition, the Printer will print what is read from the Reader at the rate of 10 characters per second.



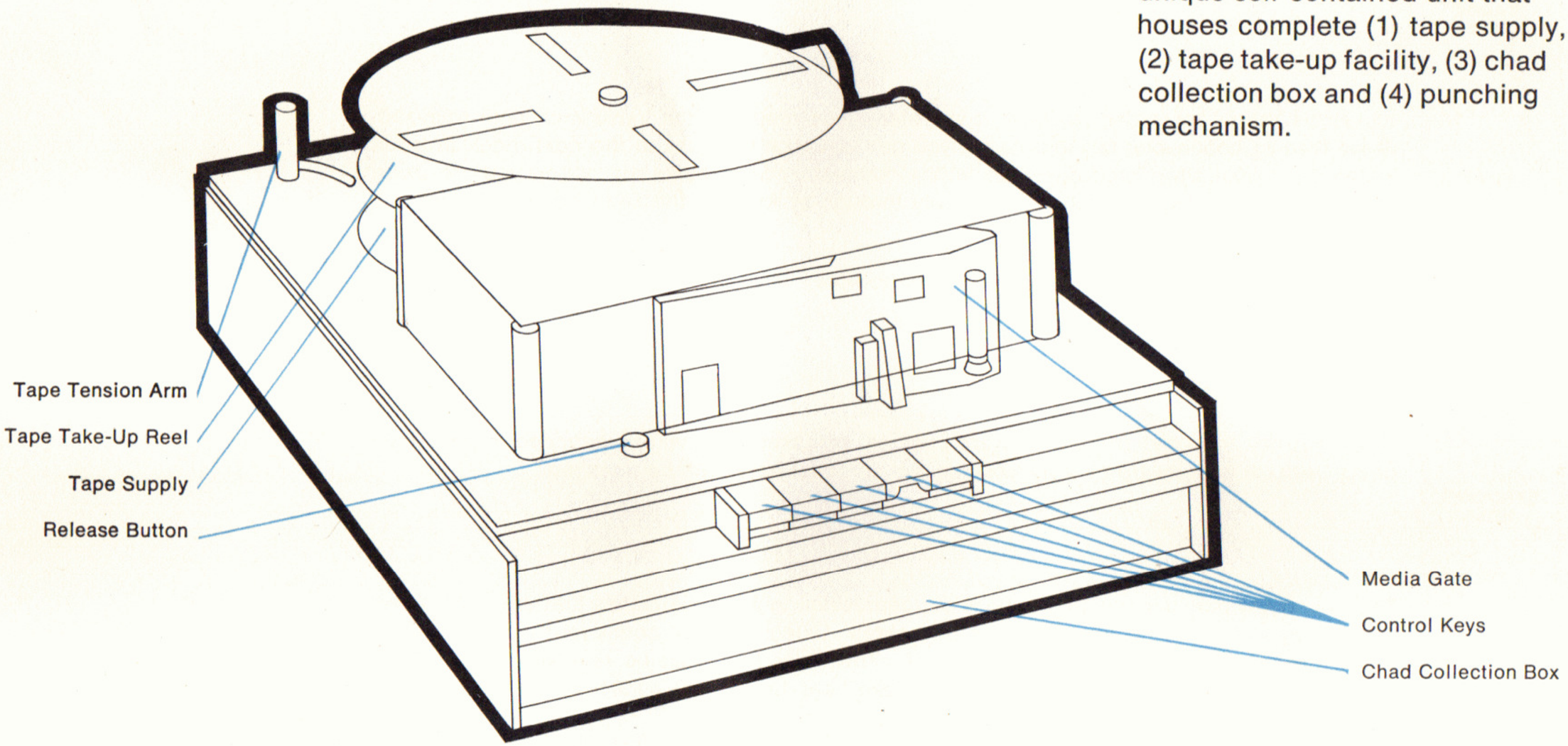


1. Depress the Release Key on the Optimatic Reader to release the Media Gate.
2. Insert the leading end of the tape over the Card Plate and underneath the Media Gate and engage the feed holes over the two sets of Sprocket Pins. Be sure that the first significant code is to the right of the Reading Station.
3. Close the Media Gate.
4. Insert the tape in the Tape Guide.





1. Depress the Release Key on the Optimatic Reader to release the Media Gate.
2. Place the card on the Reader Table and against the Media Guides.
3. Adjust the Card Guide to fit snugly against the card.
4. Slide the card underneath the Card Plate and Media Gate until it hits the Card Stop and the sprocket holes are over the Sprocket Pins.
5. Close the Media Gate.



The Typetronic Vertipunch is a unique self-contained unit that houses complete (1) tape supply, (2) tape take-up facility, (3) chad collection box and (4) punching mechanism.

TYPETRONIC VERTIPUNCH CONTROL KEYS

The Vertipunch is provided with five associated control keys. They are:

CARD LOCK

Locks cards into starting position. (Edge-punched card models only.)

FEED

When this key is depressed by itself, it will blank-feed media in the Vertipunch until released. When feeding continuous fan-fold cards, you can advance the card to the next index position merely by initiating the Feed operation with a momentary key depression. When you are using single cards, they may be pushed all the way through by keeping the Feed Key depressed

BACK

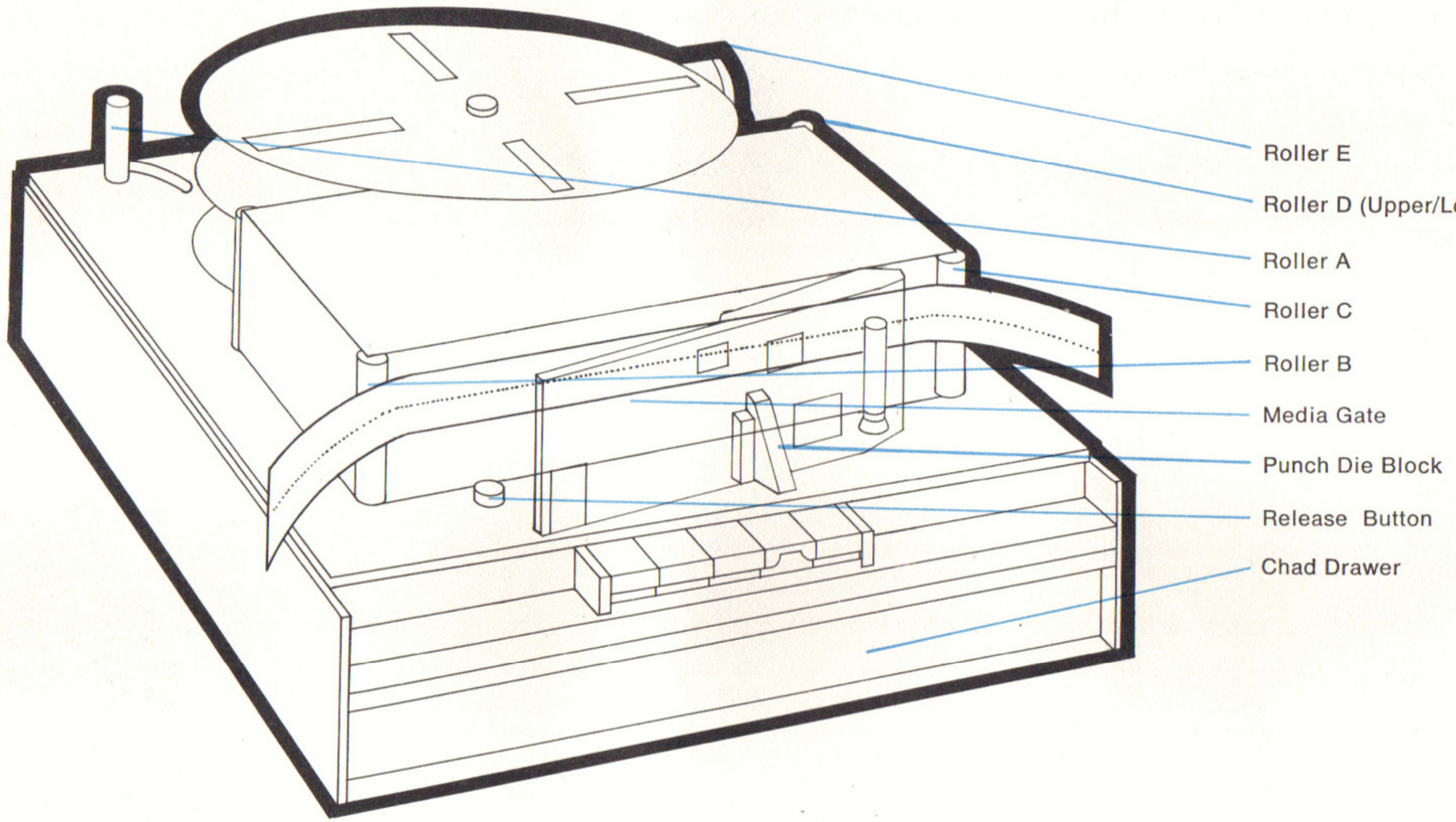
Backs the Vertipunch one code position per depression.

SPROCKET HOLE

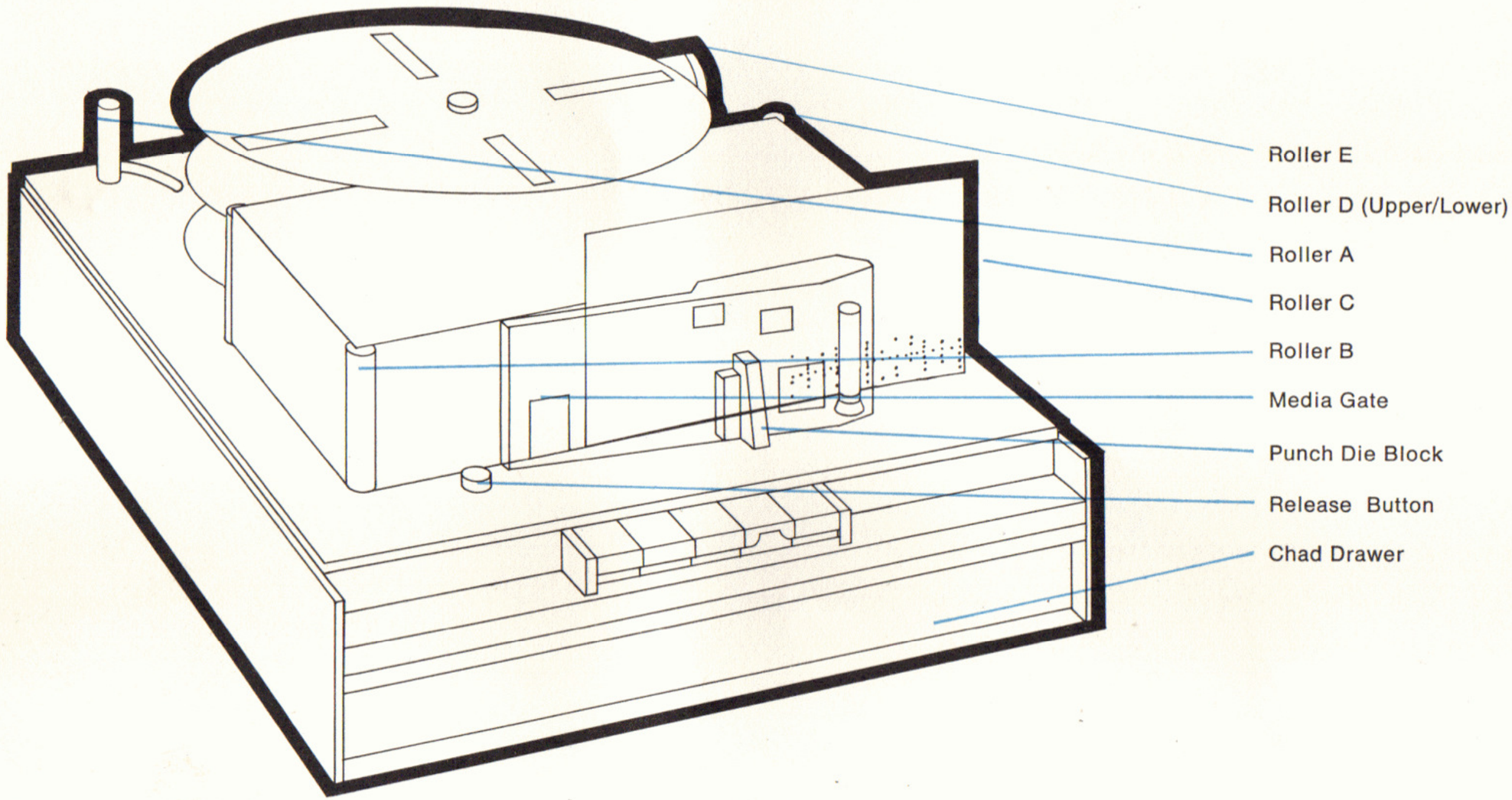
When this key is placed in the downward position, sprocket holes will be punched in the media being used. In the upward or level position, no sprocket holes will be punched.

DELETE

The Delete Key punches one Delete code per depression in all Vertipunches that are "on." When Delete Key is held down while Feed is depressed, Delete Key will continuously punch Delete Feeds until the Feed Key is released. (NOTE: The Feed Key must be released first. If more than one Vertipunch is "on" during the Delete/Feed operation, Delete code is also punched by the remote Vertipunch.)


Roller E
Roller D (Upper/Lower)
Roller A
Roller C
Roller B
Media Gate
Punch Die Block
Release Button
Chad Drawer

1. Lock Roller E by pulling it forward. (This stops the Tape Take-Up Reel from turning.)
2. Remove and disassemble Take-Up Reel.
3. Release plastic Media Gate.
4. Place tape supply on turntable so that it unwinds counterclockwise.
5. Place lower half of Take-Up Reel on the spindle (on top of tape roll).
6. Pass tape by Rollers A and B.
7. Pass tape behind Punch Die Block.
8. Close plastic Media Gate.
9. Depress Sprocket Hole Key.
10. Feed approximately 3 feet of tape.
11. Pass tape by Rollers C and D.
12. Twist tape so that inside of tape is against Roller E.
13. Twist tape so that outside of tape is against Roller Upper D.
14. Attach end of tape to Take-Up Reel hub.
15. Replace top half of Take-Up Reel.
16. Unlock Roller E by pushing it back.
17. Empty the Chad Box.


Roller E
Roller D (Upper/Lower)
Roller A
Roller C
Roller B
Media Gate
Punch Die Block
Release Button
Chad Drawer

1. Insert card from the top of the Media Gate.
2. Slide through Punch Die Block until the card is against the Card Stop.
3. Depress the Card Lock Key.
4. If you are using "pre-sprocketed" cards, be sure the Sprocket Key is in the upward or level position. If you are using "non-sprocketed" cards, be sure the Sprocket Key is in the downward position.
5. To stop Take-Up Reel from turning while punching cards, move Roller E forward.

TYPETRONIC CODE CHART

PRINTING CHARACTER CODES

CHARACTERS LOWER	CHARACTERS UPPER	CHANNEL NUMBERS 1 2 3 • 4 5 6 7 8	FUNCTION WITHIN 7816 PA SEQUENCES (WITH CCN)
1	!	● ○ ○ ○ ○ ○ ○ ○	ORDER ENTRY 1 (PA 1)
2	@	○ ● ○ • ○ ○ ○ ○	ORDER ENTRY 2 (PA 1)
3	#	● ● ○ • ○ ● ○ ○	ORDER ENTRY 3 (PA 1)
4	$	○ ○ ● • ○ ○ ○ ○	ORDER ENTRY 4 (PA 1)
5	=	● ○ ● • ○ ● ○ ○	ORDER ENTRY 5 (PA 1)
6	¢	○ ● ● • ○ ● ○ ○	ORDER ENTRY 6 (PA 1)
7	"	● ● ● • ○ ○ ○ ○	ORDER ENTRY 7 (PA 1)
8	◦	○ ○ ○ • ● ○ ○ ○	ORDER ENTRY 8 (PA 1)
9	(	● ○ ○ • ● ● ○ ○	ORDER ENTRY 9 (PA 1)
0	)	○ ○ ○ • ○ ○ ● ○	ORDER ENTRY 10 (PA 1)
A	A	● ○ ○ • ○ ○ ● ●	SELECT -J REGISTER (PA 1, 2)
B	B	○ ● ○ • ○ ○ ● ●	SELECT -K REGISTER (PA 1, 2)
C	C	● ● ○ • ○ ● ● ●	SHIFT DECIMAL LEFT TWO PLACES (PA 1)
D	D	○ ○ ● • ○ ○ ● ●	SELECT D REGISTER (PA 1, 2)
E	E	● ○ ● • ○ ● ● ●	
F	F	○ ● ● • ○ ○ ● ●	SELECT F REGISTER (PA 1, 2, 3, 4, 5, 6)
G	G	● ● ● • ○ ○ ● ●	SELECT G REGISTER (PA 1, 2, 3, 4, 5, 6)
H	H	○ ○ ○ • ● ○ ● ●	SELECT H REGISTER (PA 1, 2, 3, 4, 5, 6)
I	I	● ○ ○ • ● ● ● ●	SELECT I REGISTER (PA 1, 2, 3, 4, 5, 6)
J	J	● ○ ○ • ○ ● ● ●	SELECT J REGISTER (PA 1, 2, 3, 4, 5, 6)
K	K	○ ● ○ • ○ ● ● ●	SELECT K REGISTER (PA 1, 2, 3, 4, 5, 6)
L	L	● ● ○ • ○ ○ ● ●	
M	M	○ ○ ● • ○ ● ● ●	SHIFT DECIMAL LEFT THREE PLACES (PA 1)
N	N	● ○ ● • ○ ○ ● ●	REVERSES SIGN OF ENTRY (PA1 - PA2)
O	O	○ ● ● • ○ ○ ● ●	
P	P	● ● ● • ○ ● ● ●	SELECT P REGISTER (PA 1, 2, 3, 4, 5, 6)
Q	Q	○ ○ ○ • ● ● ● ●	
R	R	● ○ ○ • ● ○ ● ●	SELECT R REGISTER (PA 1, 2)
S	S	○ ● ○ • ○ ● ● ●	
T	T	● ● ○ • ○ ○ ● ●	
U	U	○ ○ ● • ○ ● ● ●	
V	V	● ○ ● • ○ ○ ● ●	
W	W	○ ● ● • ○ ○ ● ●	
X	X	● ● ● • ○ ● ● ●	
Y	Y	○ ○ ○ • ● ● ● ●	ORDER ENTRY 11 (PA 1)
Z	Z	● ○ ○ • ● ○ ● ●	
%	'	○ ● ○ • ● ● ● ●	SHIFT DECIMAL LEFT TWO PLACES (PA 1)
◊	◦◦	○ ○ ● • ● ○ ● ●	
–	_	○ ○ ○ • ○ ○ ● ●	REVERSES SIGN ON ENTRY (PA 1)
&	+	● ○ ○ • ○ ● ● ●	
;	:	○ ● ○ • ○ ● ● ●	
,	,	● ● ○ • ○ ● ● ●	
.	.	● ● ○ • ● ○ ● ●	
/	?	○ ○ ● • ○ ● ● ●	

I/O PRINTER FUNCTION CODES

CODE SYMBOL	CHANNEL NUMBERS 1 2 3 • 4 5 6 7 8	FUNCTION
SP	○ ○ ○ • ● ○ ○ ○	SPACE
TB	● ○ ● • ● ● ○ ○	TABULATE
CR	○ ○ ○ • ○ ○ ○ ●	CARRIAGE RETURN (LINE FEED)
BSP	○ ● ○ • ● ○ ○ ○	BACK SPACE
UC	○ ○ ● • ● ● ● ○	SHIFT UPPER CASE
LC	○ ● ○ • ● ● ● ○	SHIFT LOWER CASE
SHRD	○ ○ ● • ○ ● ○ ●	RIBBON SHIFT RED
SHBL	○ ○ ● • ○ ● ○ ●	RIBBON SHIFT BLACK
SKTB	○ ○ ○ • ● ● ● ●	SKIP TABULATE
ICR	○ ● ○ • ● ○ ● ●	INTERMEDIATE CARRIAGE RETURN

SYSTEM CONTROL CODES

SYMBOL	CHANNEL NUMBERS 1 2 3 • 4 5 6 7 8	DEFINITION	✱CODE PRODUCED BY
CCN	○ ○ ● • ● ○ ○ ○	CODE CONTROL ON	ON CODE PUNCH CC
CCF	○ ● ● • ○ ○ ○ ●	CODE CONTROL OFF	OFF CODE PUNCH CC
APN	○ ○ ● • ○ ● ○ ○	AUTO PRINT ON	ON CODE PUNCH AP
APF	● ○ ○ • ○ ● ○ ●	AUTO PRINT OFF	OFF CODE PUNCH AP
P1N	○ ○ ● • ○ ○ ● ○	PUNCH ONE ON	ON CODE PUNCH P1
P1F	● ● ● • ○ ● ○ ○	PUNCH ONE OFF	OFF CODE PUNCH P1
P2N	○ ● ● • ○ ● ● ○	PUNCH TWO ON	ON CODE PUNCH P2
P2F	● ○ ● • ○ ● ● ○	PUNCH TWO OFF	OFF CODE PUNCH P2
SKN	● ○ ● • ○ ○ ○ ●	SKIP ON	ON CODE PUNCH SK
SKF	● ○ ● • ○ ● ○ ○	SKIP OFF	OFF CODE PUNCH SK
SLSKF	○ ○ ● • ○ ● ○ ●	SELECTIVE SKIP OFF	SLSKF SWITCH OFF OFF CODE PUNCH CR
SSKN	● ○ ● • ○ ● ● ●	SPECIAL SKIP ON	ON CODE PUNCH SSK
SSKF	● ● ○ • ● ○ ● ●	SPECIAL SKIP OFF	OFF CODE PUNCH SSK
SW	○ ● ● • ○ ○ ○ ○	READER SWITCH	ON CODE PUNCH R1N
STP	● ● ○ • ○ ● ○ ○	READER STOP	OFF CODE PUNCH RSTP
MSTP	● ● ● • ○ ● ○ ○	MASTER STOP	OFF LINE PROCESSOR
FC1N	○ ● ○ • ● ○ ● ○	FIELD CONTROL ONE ON	ON CODE PUNCH FC1
FC2N	● ○ ○ • ○ ● ● ●	FIELD CONTROL TWO ON	ON CODE PUNCH FC2
FCF	● ● ● • ● ○ ○ ○	FIELD CONTROL OFF	OFF CODE PUNCH FC 1 or 2

7816 PROCESSOR ACCESS CODES ‡

SYMBOL	CHANNEL NUMBERS 1 2 3 • 4 5 6 7 8	DEFINITION	✱CODE PRODUCED BY
PA1	● ○ ○ • ○ ○ ● ●	PROCESSOR ACCESS ONE	CL STORAGE or 7-8 PUNCH 1
PA2	○ ● ○ • ○ ○ ● ●	PROCESSOR ACCESS TWO	CL STORAGE or 7-8 PUNCH 2
PA3	● ● ○ • ○ ● ● ●	PROCESSOR ACCESS THREE	CL STORAGE or 7-8 PUNCH 3
PA4	○ ○ ● • ○ ○ ● ●	PROCESSOR ACCESS FOUR	CL STORAGE or 7-8 PUNCH 4
PA5	● ○ ● • ○ ● ● ●	PROCESSOR ACCESS FIVE	CL STORAGE or 7-8 PUNCH 5
PA6	○ ● ● • ○ ● ● ●	PROCESSOR ACCESS SIX	CL STORAGE or 7-8 PUNCH 6
PA7	● ● ● • ○ ○ ● ●	PROCESSOR ACCESS SEVEN	CL STORAGE or 7-8 PUNCH 7
PA8	○ ○ ○ • ● ○ ● ●	PROCESSOR ACCESS EIGHT	CL STORAGE or 7-8 PUNCH 8
PA9	● ○ ○ • ● ● ● ●	PROCESSOR ACCESS NINE	CL STORAGE or 7-8 PUNCH 9
PRC	○ ○ ● • ○ ● ● ●	PROCESS	CL STORAGE or 7-8 PUNCH U
PPN	● ○ ● • ○ ○ ● ●	OFF LINE PROCESSOR PUNCH ON	CL STORAGE or 7-8 PUNCH V
PPF	○ ● ● • ○ ○ ● ●	OFF LINE PROCESSOR PUNCH OFF	CL STORAGE or 7-8 PUNCH W

SPECIAL AND AUXILIARY SYSTEM CODES

SYMBOL	CHANNEL NUMBERS 1 2 3 • 4 5 6 7 8	DEFINITION	✱CODE PRODUCED BY
DLT	● ● ● • ● ● ● ●	DELETE	DELETE KEY
BLNK	○ ○ ○ • ○ ○ ○ ○	BLANK FEED	FEED KEY
ATN	○ ● ○ • ● ● ● ●	AUX PRINTER ON	CL STORAGE or 7-8 PUNCH S
ATF	● ● ○ • ○ ● ● ●	AUX PRINTER OFF	CL STORAGE or 7-8 PUNCH T
FF	○ ○ ● • ● ● ○ ●	FORM FEED	CL STORAGE or 7-8 PUNCH ;

‡ These codes are used in the Typetronic 7816 Automated Data Computing System only. They do not activate or interfere with the 2816 system.

*Produced by holding down indicated Overpunch Key and depressing associated Control or Keyboard Key.

Always cover your Typetronic 2816 System when it is not in use. If dust should accumulate, use a camel's-hair brush for cleaning around the keys or other areas that are not easily reached with cloth.

Type should be cleaned frequently, either with a dry, stiff brush or a recommended type-cleaning material. Clean the type with gentle movements, always away from the type basket. Remember that clean type will insure crisp, professional-looking copy.

The Platen, Paper Bail Rolls and the Feed Roll assembly should be cleaned once a week with a cloth moistened with a platen-cleaning fluid. This will assure the proper feeding of paper into the carriage and help keep your paper from becoming soiled.

As you are punching tape, or as punched tape is being read, keep the tape from falling on the floor since it may accidentally become mutilated or excessively dirty, thus causing possible misoperation.

You should dust the Tape and Card Decks on the Optimatic Reader and the Typetronic Vertipunch at least once a week.

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